Print Form

**SHAPE AMERICA Southern District EXHIBIT SPACE APPLICATION AND CONTRACT**
**Please type or carefully print all information**

**CONFIRMATION AND EXHIBITOR SERVICE MANUAL SHOULD BE SENT TO:**

Company/Institution Name _____ Address _____

City/State/Zip _____ Email _____

Phone _____ FAX _____

**NAMES OF UP TO FOUR (4) OF YOUR REPRESENTATIVES WHO WILL ATTEND THE CONVENTION** (as they will appear on name badges)
**Commercial and Non-Profit Only**. Educational exhibitors are expected to be members of SHAPE America and pay the appropriate registration fees.

1) _____ 2) _____ 3) _____ 4) _____

**BOOTH LOCATION IN ORDER OF PREFERENCE** (Choices from different sections of Exhibit Hall) Please indicate booth number(s).

1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____

PLEASE LIST COMPANIES YOU DO NOT WISH TO BE LOCATED NEAR: _____

WHAT DO YOU INTEND TO EXHIBIT? _____

**A DEMONSTRATION AREA WILL BE AVAILABLE DURING THE SHOW HOURS. ARE YOU INTERESTED IN A DEMONSTRATION TIME AT THE CONVENTION? First pay first serve** ◯ YES ◯ NO Nature of Demonstration: _____

**DIRECTORY LISTING. Please indicate the information as you wish it to appear in the convention program.**

Company/Institution Name _____ Contact Person _____

Address _____ City/State/Zip _____

Phone _____ FAX _____ Email _____

| **Exhibit Booth Type/Cost** | **# of Booths** | **Total** |
|---|---|---|
| ☐ Commercial, $400 | # of Booths _____ | Total _____ |
| ☐ Non-Profit, $250 | # of Booths _____ | Total _____ |
| ☐ Educational, $200 | # of Booths _____ | Total _____ |

**Program Ad/Exhibit Booth Packages**

☐ Commercial Booth/Outside Back Cover Ad, $650
☐ Commercial Booth/Inside Back Cover Ad, $600
☐ Commercial Booth/Full Page Ad, $550

**Program Book Ads**

☐ Program Book, 1/4 page ad: $75
☐ Program Book, 1/2 page ad: $150

Total Amount Due _____

## Payment Information

☐ Check payable to **SHAPE America**

Credit Card # _____ ◯ AMEX ◯ MasterCard ◯ VISA

Expiration Date (MM/YY) _____

Cardholder Name _____

By submitting this application the applicant agrees to abide by the rules and regulations on the back side of this form.

**FOR SHAPE AMERICA USE ONLY**

Date Received: _____ # of Booths _____

Booth Type: ◯ Commercial ◯ Non-Profit ◯ Educational

Booth(s) Numbers Assigned _____

Rental Cost Due: _____ Total Amount Received: _____

Check Number: _____ ☐ Credit Card Processed

ACCEPTANCE: This application becomes a contracted if accepted by SHAPE America.

Date accepted _____ Accepted by _____

**SUBMIT FORM AND PAYMENT TO:**
SHAPE America
Business Office
1900 Association Drive, Reston, VA 20191
or
FAX to 703-476-9527

# Exhibit Rules and Regulations

## Society of Health and Physical Educators

**GENERAL** – The word "Association" shall mean the Society of Health and Physical Educators (SHAPE America), their officers, committees, agents or employees acting for them in the management of the named exhibition. The Association shall have full power in the interpretation and enforcement of all rules and regulations governing the exhibition. All matters and questions not covered by these regulations shall be subject to the final judgment and decision of the Association. The Association will establish the schedule for installing, opening, closing and dismantling of the exhibits. These regulations may be amended at any time by the Association upon written notice to exhibitors as may be affected by them.

**ELIGIBILITY** – The Association reserves the right to determine the eligibility of any company or product for inclusion in the exhibit. The acceptance of a booth for the exhibition does not carry the Association's endorsement of the equipment, supply or service. Exhibits and the conduct of exhibitors are subject to the approval of the Association. The Association reserves the right to require the modification of an exhibit which, in its opinion, is not in the character of the conference. This regulation applies to displays, literature, advertising novelties, souvenirs and conduct of representatives.

**REFUND FOR CANCELLATION** – A fee of 25% of total booth cost will be assessed for cancellations received 60 days or more prior to the first day of the exhibition. Cancellations received less than 60 days prior to the first day of the exhibition will result in a full forfeiture of the entire exhibit space rental fee. A cancellation must be received in writing by the Association show management to be valid.

**BOOTH EQUIPMENT** – The exhibitor must pay for costs incurred in the operation of its booth. Exhibitors will be responsible for delivery of their own equipment/display material to the exhibit area and for removal of the equipment/display material. The Association assumes no responsibility for the performance of services by common carriers, express services, the USPS, telephone and telegraph companies or any other service contracted by an exhibitor. The exhibitor shall keep in good order the space occupied. An exhibitor may not place anything in the aisles, or outside of their assigned space, during open hours of the exhibition. The exhibitor assumes the responsibility of returning the exhibit space to the exhibit facility in the condition in which it is found; clean, undamaged and unmarred. No advertising matter will be allowed to extend beyond the assigned booth space. Exhibitors may distribute samples, however, use of glass containers for this purpose is dangerous and plastic or other unbreakable containers are recommended. **Exhibitor agrees not to dismantle the booth in any manner until after the closing of the exhibition.**

**SUBLETTING OF SPACE** – The space is assigned to an exhibitor for their own exclusive use. Exhibitors shall not assign nor sublet space allotted to them and may not advertise nor display goods other than those manufactured or sold by them in the regular course of their business.

**LIABILITY** – The exhibitor agrees to protect, save and keep the Association and VENUE, harmless from any damage or charges imposed for any violation of any law or ordinance whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreements between the exhibitor and the Association regarding the exhibit premises. The exhibitor shall at all times protect, indemnify, save and keep harmless the Association and VENUE against and from any and all loss, costs, damage, liability or expense arising from or out of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitees, which arise from or out of by reason of any exhibitor's occupancy and use of the exhibition premises or a part thereof.

Exhibitors are encouraged to insure themselves against property loss or damage and against liability for personal injury. Proof of general liability and workers compensation is to be submitted prior to installation by a third party contractor. Exhibitors shall be responsible for any increase in insurance rate premiums which result from unauthorized conduct in the exhibit area. Exhibitors are liable for damage caused by fastening displays or fixtures to the building floors, walls or to the standard booth equipment or for damage caused in any manner. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building walls and floors or to standard booth equipment.

**AMENDMENT TO RULES** – Matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Association. These rules and regulations may be amended at any time by the Association and amendments shall be binding on exhibitors equally with the foregoing rules and regulations.

**INCORPORATION BY REFERENCE/LAW APPLICABLE** – Terms set forth herein are expressly incorporated by reference into the original application and contract for exhibit space and are to be treated as having full legal efficacy for enforcement of same. The agreement for rental space shall be governed by the laws of the state of Virginia wherein the Society of Health and Physical Educators executive offices are located.